



## City of Danville Budget Analyst

<b>SALARY</b>	\$2,337.94 - \$2,805.53 Semi-Monthly \$56,110.60 - \$67,332.72 Annually	<b>LOCATION</b>	VA 24541, VA
<b>JOB TYPE</b>	Full Time Professional Exempt	<b>JOB NUMBER</b>	1002188
<b>DEPARTMENT</b>	Finance	<b>DIVISION</b>	Finance Director
<b>OPENING DATE</b>	10/03/2023	<b>CLOSING DATE</b>	Continuous

### Description

The purpose of this position is to provide professional analytical and administrative support to the Director of Budget by assisting in the preparation and administration of the annual budgets, performing analytical, financial, and administrative duties and special projects.

The essential functions of the job are not limited to those listed in the job description. The City retains the discretion to add to or change the duties of the position at any time.

- Assists with development and administration of the City's annual budget through processing of budget transfers; preparation of budget ordinances/resolutions; recording fixed costs, personnel costs, and other restricted line items into the budget application; coordinating and scheduling budget meetings with departments and budget team; and preparation of printed/electronic budget documents for internal and external uses.
- Maintains budget information by monitoring revenues, expenditures, and capital projects; ensures conformance with applicable policies and procedures; and communicating budget changes.
- Performs routine administrative support functions such as compiling, posting, or recording information from a variety of sources that usually involves calculations, research, and verification of information. Functions may include completing forms, reports, questionnaires, and other similar documents.
- Interacts with the public and others outside the work unit to obtain and provide information and assistance in a variety of circumstances. Screens and responds to general inquiries and complaints; provides information on policies and procedures.
- Assists in developing and leading training sessions on performance measures, budget preparation and maintenance, and capital planning with department directors and budget contacts.

### ADDITIONAL DUTIES

- Assists office staff as needed.
- Attends meetings and training sessions.
- Performs additional duties to support operational requirements as assigned.

### Education and Experience

Bachelor's degree in Accounting, Business Administration, Public Administration, or related field with broad knowledge in a general professional or technical field, and over one year up to and including three years of experience.

An equivalent combination of education and experience may be considered in lieu of the specific requirements listed

above.

### **Certifications/Licenses**

- Valid Driver's License with acceptable driving record according to City Criteria

### **Job Knowledge**

Intermediate knowledge to perform most work in normal situations. Comprehension of standard situations and includes knowledge of most of the significant aspects of the subject.

### **Reading**

Intermediate: Ability to read papers, periodicals, journals, manuals, dictionaries, and thesauruses.

### **Writing**

Intermediate: Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech.

### **Math**

Intermediate: Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions, and measurement

### **Communication Skills**

Work may require providing basic information to others outside direct reporting relationships on procedures or general policies. Contacts may require the consideration of different points of view to reach understanding and gain cooperation and acceptance of ideas.

### **Independence and Decision-Making**

Normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

### **Technical Skills**

Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

### **Fiscal Responsibilities**

Completes research for documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget/fiscal expenditures (typically non-discretionary expenditures) for a work unit of less than department size (programs, activities, projects, or small organizational units) or responsibility for fiscal management of capital project(s). May recommend budget allocations.

### **Supervisory Responsibilities**

No responsibility for direction or supervision of others.

### **PHYSICAL DEMANDS**

- Sedentary physical effort, exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.
- Constant sitting, handling, and fine dexterity; adequate vision and hearing to use computer, telephone and communicate effectively with others.
- Frequent walking, twisting, talking.
- Occasional standing, carrying, reaching, bending.
- Rarely lifting, pushing/pulling, kneeling, crouching.

### **NON-PHYSICAL DEMANDS**

- Responsible for appropriate use and maintenance of City equipment, tools, and other resources, including work time.
- Regular and predictable attendance is expected.
- Frequently experiences time pressure, frequent change of tasks, irregular work schedule/overtime, performing multiple tasks simultaneously, working closely with others as part of a team, tedious or exacting work.
- May rarely experience emergency situations.

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE AND HARDWARE**

Typically requires use of standard office equipment and telephone, and related software and hardware; and any other equipment as appropriate or as assigned.

**WORK ENVIRONMENT**

The work is typically performed in an office setting, primarily at a desk in a quiet environment, where the employee is not normally exposed to environmental hazards and does not normally require the use of protective equipment.

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**Agency**

City of Danville

**Address**

427 Patton Street

Danville, Virginia, 24541

**Phone**

434-799-5241

**Website**

<http://www.danvilleva.gov>